

Interpreter- Access and Functional Needs -Operations Section

Qualifications: Proficient in foreign languages/sign language.

Mission: To interpret verbal explanations and translated materials for those persons who have difficulty reading, hearing, or understanding the English language.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: Event Manager

PPE: Must wear mask and face shield/safety glasses/goggles.

Job Duties:

Responsibilities Upon Activation:

- Receive briefing from Access and Functional Needs Coordinator
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms
- Prepare work area
- Review all patient forms and patient education sheets

Ongoing Responsibilities

- Collaborate with Greeters/Registrars to identify patients with language barriers requiring interpreter services
- Assist patients with intake forms completion
- Provide interpretation as necessary; assist with client education

Shift Checklist:

- Report to Event Manager.
- Sign personnel checklist.
- Wear badge at all times.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
- Report to oncoming Interpreter personnel.
- Sign off/report to Clinic Manager.

Please enter your hours after each shift. Thank you!

SWVA MRC-Volunteer Hours & Responsibility Tracker 2021